


PERFORMANCE APPRAISAL

Performance Management & Recognition System

IMPORTANT: For additional information, see MP-5, Part I, Chapter 540, Section B. If additional space is needed for any item on this form, use page 6.

PERFORMANCE PLAN AND APPRAISAL OF

EMPLOYEE'S NAME		POSITION TITLE, SERIES AND NUMBER		GRADE/SALARY
DEPARTMENT/OFFICE			LOCATION	
DATE ASSIGNED PRESENT POSITION		PERIOD COVERED BY THIS PERFORMANCE PLAN FROM _____ TO _____		
SIGNATURE AND TITLE OF RATER PREPARING THIS PERFORMANCE PLAN		DATE	SIGNATURE AND TITLE OF APPROVAL OFFICIAL <u>FOR THIS PERFORMANCE PLAN</u>	
A copy of this performance plan was given to me. 			SIGNATURE OF EMPLOYEE	
			DATE	

SECTION A - PERFORMANCE PLAN

Reflect the performance elements for the position to be rated. An element is defined as a component of a position that is sufficiently important to warrant written appraisal. Normally each position has four or five elements. Designate with an asterisk the element(s) considered critical. The specific performance standards should then be written for each element. There are usually three to five performance standards for each element. When writing performance standards, only the fully successful level of achievement need be described.

ELEMENTS/PERFORMANCE STANDARDS

SECTION A - PERFORMANCE PLAN *(Continued)*

ELEMENTS/PERFORMANCE STANDARDS

SECTION A - PERFORMANCE PLAN *(Continued)*

ELEMENTS/PERFORMANCE STANDARDS

CHANGES TO PERFORMANCE PLAN *(Changes may be recorded anytime during the rating period)*

ELEMENT DESCRIPTION/TITLE

STANDARD(S)

ELEMENT DESCRIPTION/TITLE

STANDARD(S)

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF RATER

DATE

SIGNATURE OF APPROVAL OFFICIAL

DATE

PROGRESS REVIEW

At least one progress review is required during the appraisal year. Employee must be informed of his/her level of performance as measured against the performance plan. Additional progress reviews may be documented on page 6.

A performance review was conducted and discussed, and the employee's performance as of this date:

- ☐ Is considered Fully Successful or better.
- ☐ Needs improvement to be Fully Successful or better.

SIGNATURE OF RATER

DATE

SECTION B - ACTUAL ACHIEVEMENT

Indicate the single, overall level of achievement that best describes the employee's performance for each ELEMENT shown in Section A. Do not indicate achievement for each individual standard. Specific achievement must be provided in Section C for each element where a level of achievement other than Fully Successful has been assigned.

ELEMENTS (Use the same key word description for each element as in Section A)	LEVELS OF ACHIEVEMENT		
	EXCEPTIONAL	FULLY SUCCESSFUL	LESS THAN FULLY SUCCESSFUL

SECTION C - SPECIFIC ACHIEVEMENT

Describe specific achievement(s) for each element where a level of achievement other than Fully Successful has been assigned above. Specific achievements at the Fully Successful level may be described.

ELEMENTS/ACHIEVEMENT(S)

NARRATIVE SUMMARY - OPTIONAL (Provide any additional significant accomplishments, as well as other factors such as details or training experiences related to the overall performance plan. Capacity to assume a more responsible position may also be addressed.)

SECTION D - OVERALL RATING

Recommended Performance Rating - Using achievement levels assigned in Section B and the criteria described below, check the rating which describes the employee's performance during the appraisal period.

PERFORMANCE RATING

- ☐ **OUTSTANDING** - Achievement levels for all elements are designated as Exceptional.
- ☐ **EXCELLENT** - Achievement levels for all critical elements are designated as Exceptional. Achievement levels for non-critical elements are designated as at least Fully Successful. Some, but not all, non-critical elements may be designated as Exceptional.
- ☐ **FULLY SUCCESSFUL** - The achievement level for at least one critical element is designated as Fully Successful. Achievement levels for other critical and non-critical elements are designated as at least Fully Successful or higher.
- ☐ **MINIMALLY SUCCESSFUL** - Achievement levels for all critical elements are designated as at least Fully Successful. However, the achievement level(s) for one (or more) non-critical element(s) is (are) designated as Less Than Fully Successful.
- ☐ **UNACCEPTABLE** - The achievement level(s) for one (or more) critical element(s) is (are) designated as Less Than Fully Successful.

SIGNATURE AND TITLE OF RATER

DATE

SECTION E - HIGHER LEVEL REVIEW/APPROVAL

- ☐ Concur with recommended rating.
- ☐ Do not concur with rating. Approve rating of _____

BASIS FOR PERFORMANCE RATING CHANGE

SIGNATURE AND TITLE OF APPROVAL OFFICIAL (Approval official will ensure that the employee receives a copy of this appraisal.)

DATE

USE THIS AREA FOR ANY ADDITIONAL INFORMATION